

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, November 30, 2000 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Cooke, Crews, Filip, Houghton, Houston, Mikovch, O'Connor, Poe, Schnacke, Stayton, Stone. Mr. Bob Cobb was a guest.

Mr. Cobb discussed the workload system at length and distributed copies of worksheets which will require departmental review and corrections on information on full-time regular and full-time temporary faculty. The worksheet will be sent as an email attachment to be completed, saved on the hard drive, and emailed back to Bob as an attachment. He stressed that the Provost will be particularly looking at college rather than departmental data, unless something is questionable. The Dean will be concerned with departmental and overall college data. Also, he pointed out that 16 work units is the standard. This information will be sent to department heads this afternoon and should be returned to Bob by next Friday. A December 15 deadline was agreed upon.

Dr. Adams commented that this new system should give us a better picture of what we are doing and will bring consistency between departments.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary